



REQUEST FOR EMPLOYEE RELOCATION

Civilian

Center, Institute, or
Office (CIO):

Travel Order Number:

Division:

CIO TRC Name:

Employee's Name:

Social Security
Number:

Job Title:

Office Park:

Type:

(check one)

☐ New hire employee

☐ Long-term training

☐ Transfer from another federal agency

☐ Current federal employee (transferring
within CDC)

Relocating From:

Relocating To:

Effective Date:

Immediate Supervisor at
New Location:

Current Home Address:

Mailing Address:

Home Phone Number:

Work Phone Number:

Mobile Number:

Fax Number:

Email Address:

Funding Information:

Appropriation:

FY of Appropriation:

CAN:

Service Fee CAN

Interagency Agreement Number: 2051IA06-24

(Transfer Employees Only) If you have authorized any of the following discretionary items for the traveler, check each in the list below:

☐ House hunting, per diem and transportation - ☐ Cash/travel card advance

☐ Temporary Quarters Subsistence Expense (TQSE) - ☐ Cash/travel card advance

☐ Use of multiple POVs

☐ Shipment of POV, mobile home, or boat

☐ Relocation services

☐ Home marketing incentives

☐ Property management services

For Approving Officials:

Division Approval:

Signature of Division Approving Official

Name:

Title:

CIO Approval:

Signature of CIO Approving Official

Name:

Title:

Please complete this form and send it to Bureau of Public Debt (BPD) to begin processing your move:

Centralized E-Mail Account: PCSTravel@bpd.treas.gov

Fax Number: (304)480-8480

revised 08/2006